1. Preface
   1) Each presentation is composed of 20 minutes (15-min talk + 5-min Q&A).
   2) Each chairpersons take care of plural talks in each session.
   3) The printed script is recommended to be prepared in hand by chairpersons for smooth session procedure.
   4) Please confirm the final program in JSEE web site.
   5) When the presenters prepare the screen slides for “screen sharing” in Zoom, please adjust the screen size to “standard screen (4:3)” instead of “wide screen (16:9)”.
   6) Please be careful of stable network condition. Please avoid noisy rooms for joining Zoom meetings.
   7) The managers in charge may possibly mute the microphone or stop the meeting when they might be in trouble of unnecessary sound or unstable network connection.
   8) Please use the latest version of Zoom.
   9) From August 24, the conference website will be authenticated. You will receive your ID and PW after the payment is completed.

2. Entrance to the meeting places
   1) Please confirm the final program on the web, and please enter your meeting rooms from "URL for entrance" by 10 minutes before the session starts, which appears on a portal site.
   2) When you click “URL for entrance”, Zoom application automatically starts, and you can enter each meeting room.
   3) If the presenter does not appear until 5 minutes after the scheduled starting time, the presentation will be possibly cancelled.
   4) Audience should turn the microphone and video switch off on their entering time.

3. Confirmation of audio system
   1) First, please click “test of computer audio” and check the state of the microphone/earphones in case of entrance.
   2) Next, please choose “I participate in computer audio”.

4. Preparation for presentation
   1) After entering the room, please open the screen "participant" from a menu bar under the screen.
   2) Next, please click "change the name" to distinguish the chairperson/vice-chairperson/presenter/assistant/audience.
   3) How to "change the name":
      (1) Please click "participant" of a menu bar under the screen.
      (2) Please click "details" by pointing the cursor on your name.
      (3) Please click "change the name", as follows.
         Chairpersons: "Chair_T. Kogaku@JSEE"
         Presenters: Please fill the lecture number (example “W-01”) at first, and fill "W-01_T. Kogaku@JSEE"
         Audiences: "T. Kogaku@JSEE"
   5. Please do not distribute the presentation documents on the chat except on the “shared screen”.

6. Time keeping of presentation
   1) Each presentation is scheduled for 20 minutes (including the question and answer for 5 minutes).
   2) The timekeeper will be displayed on the Zoom screen.
   3) 1-announcement: 5 minutes before the end of 15-minute talk, 2-announcement: at the end of 15-minute talk, 3-announcement: at the end of 20-minute presentation. The announcements are made automatically in Japanese.

7. Question and answer
   1) Please press “raising hands” on the Zoom display when you give the speaker questions. The chairperson will call the questioners in turn after the talk.
   2) When the chairperson calls the questioner, please turns the microphone on. Please turn it off after the question and answer ends.
   3) The presenter will reply to the questions/comments with using a microphone.

8. To finish the “screen sharing”
   1) Please turn the “screen sharing” switch off when the presentation finishes. Or, the next presenter cannot share the screen instead.
   2) Please click “stop of sharing” on the upper part of screen to close the screen sharing.

9. Finishing the presentation
   1) When the presentation finishes, please turn the microphone and video switch off.
   2) After then, presenter can leave the meeting room.
   3) Please click “leaving the meeting” on the menu bar.
   4) After leaving the meeting, you can enter the room again by clicking “URL for entrance” of the meeting room.

10. When the network connection will be blocked off.
    1) When the connection will be blocked off, please try to reconnect to the meeting room through “URL for entrance”.
    2) When the reconnection does not successfully work, please try to use other terminals and circuits to reconnect it.